Perkins Data Collection Checklist for Mass & Individual Enrollment

☐ Review the Perkins Data Collection Training Manual and 2012-13 system updates
- o Training options are available April 18 – 29, 2013
  - ▪ Contact DCCTE (605.773.3423) for more information.
- o Access the training manual at http://doe.sd.gov/octe/data or in the Perkins Data Collection System.
- o Discuss with applicable administrators and staff in the district to determine who will complete each portion of the data collection process.

☐ Collect Necessary Data
- o Student grades, by course in the approved CTE program for SY12-13, including those delivered in-person, virtually or via Dual Credit.
- o Placement information for 12th graders (options: advanced training, employment, Military, 2-year postsecondary or 4-year postsecondary)
- o Industry certifications attained by students (ex. NCRC, ProStart, Cisco, CNA, AWS, etc.)
- o Notes about changes to students' status for IEPs or single parenting:
  - ▪ *Situation 1:* If a student has gone off of or has started an IEP since September 28, 2012 *or*
  - ▪ *Situation 2:* If a student's status as a single parent has changed (expecting or became a parent) since September 28, 2012
- o Students' "prior credits" (ex. a student transferred in to the school district last year, but wasn't in the Perkins system during data collection): student name, career cluster, credit(s) earned, TSA(s) earned

☐ Check Personnel Records Form (PRF)
- o Look at each teacher's course assignments in Teacher 411 to ensure the proper courses are listed (both fall and spring semesters).
  - ▪ Teacher 411: https://apps.sd.gov/applications/de04public/TeacherLookup/TeacherSearch.aspx
- o If a course is listed incorrectly or isn't listed at all, work with the district PRF Contact to make the correction.
  - ▪ PRF Contacts can be found via the School Directory: http://doe.sd.gov/ofm/edudir.aspx
  - ▪ If a teacher's PRF record requires changes, contact DCCTE following the correction being made at the district level so the course can be ported into the Perkins Data Collection system

☐ Follow the directions outlined in the Perkins Data Collection Training Manual in Section 2: Data
- o Check valid career clusters for the district (this should reflect the district's SY12-13 approved CTE programs)
- o Update Point of Contact Information

- Update Teacher Information
- Enter Enrollment and Placement Data – **Due May 31, 2013**
  - Data must be entered for all courses approved as part of each CTE program for SY12-13.
    - If you need a copy of your approved 12-13 program application, contact your career cluster specialist.
    - If the courses in your program changed since it was approved in 2012, work with your career cluster specialist to make the appropriate updates.
  - The following types of classes should be entered as found on the 12-13 approved program application: Foundational CTE, Cluster, Pathway, Academic and Capstone Experiences
    - Include courses delivered In-Person, virtually and via Dual Credit
    - Enter data for students in courses only one time.
      - *This is a change from previous years.* Do not duplicate student enrollments in courses within the school year. The Perkins Data Collection system is now able to share information across clusters.
    - All fall semester courses can be fully entered.
      - Data for spring semester courses and year-long courses should be entered after the school year ends and final grades are available.
    - Multi-districts should enter data for students/courses at their attendance center; for those resident districts that offer both multi-district programs and their own approved CTE programs, the resident district should enter data for students/courses at their attendance center.
  - If students are missing from your district, complete the Missing Students Reporting Sheet and email it to tiffany.sanderson@state.sd.us so an attempt can be made to locate them in the state and credit their CTE experience appropriately.
  - When entering placement data for 12th graders, ensure that students' intended post-high school plans are saved, even if the student didn't take a CTE course in their 12th grade year.
    - Placement data only needs to be entered once for each 12th grader.
- Enter Industry Certifications, as applicable
- Edit Disabled and Single Parent Statuses, as necessary
  - If any student had a change in their status as a single parent (are themselves expecting or parenting, male or female) since the September 28, 2012, change their "Single Parent" status via Individual Enrollment.

- If any student in a CTE program either went on or off of an IEP since September 28, 2012, change their "Disabled" status via Individual Enrollment.
    - o Add Prior Credits, as necessary
    - o Make additional edits via Individual Enrollment, as necessary
- ☐ Review Data (see Section 3: Reports)
    - o Review data entered for all approved CTE programs via the Perkins reporting tools; make any necessary edits to ensure all CTE students in the system have been credited appropriately.
    - o Districts and CTE programs are encouraged to run reports and analyze their data over time, compare their CTE data to the district's full performance data and make changes to their programs to best support students in the district.
- ☐ Validate Data – **Due June 12, 2013**
    - o After all data has been reviewed, necessary edits made and the data double checked for *all* 2012-13 approved CTE programs in the district, an administrator or other authorized staff person must complete the Perkins Data Validation Form and submit it to the Division of Curriculum, Career & Technical Education (DCCTE).